

**Town of Auburn
Board of Selectmen
May 14, 2018
Town Hall**

6:00 p.m.

- () **Non-Public Session pursuant to RSA 91-A: 3, II (c)**
Consideration of reputation of individuals other than a member of the Board

7:00 p.m.

- () **Call to Order – Pledge of Allegiance**

Approval of Accounts Payable for the Week of May 7, 2018 -- \$871,135.90
Approval of Payroll for the Week of May 14, 2018
Approval of Consent Agenda – Week of May 14, 2018

- () **Appointments with the Board**

Kayla Beliveau – Conservation Commission Alternate Applicant

Quarterly Meeting with Auburn School Board

Amy Lachance – June Old Home Day Event

- () **New Business**

Scheduling of Town and School District Deliberative Session Meetings
FEMA / Homeland Security Firefighters Grants Program Review
Consideration of Drug & Alcohol Testing Program

- () **Old Business**

Lamp Post Banners Project
Town Hall Front Entrance Renovation Project
Schedule Meeting for Town Office Space Considerations

- () **Other Business**

- () **Minutes**

- April 30, 2018 Public Meeting
- April 2, 2018 Non-Public Meeting (x 3)
- April 9, 2018 Non-Public Meeting

- () **Adjourn**

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x100, so that arrangements can be made."

APPLICATION FOR BOARDS/COMMITTEES

NAME: Kayla Beliveau DATE: 5/1/18

ADDRESS: 57 Pingree Hill Rd, Auburn, NH 03032

TELEPHONE: (603)-361-6504

BOARD/COMMITTEE APPLYING FOR: Conservation Commission

ARE YOU AVAILABLE TO ATTEND EVENING MEETINGS? Yes

Please list any experience, skills and/or qualifications which you feel would

especially suit you for this position: I am a current student at UNH studying wildlife and conservation biology. I have also grown up in Auburn with my grandmother Jarlene Corbett.

EDUCATION

| | Name of School | Course of Study | Years Completed | Degree |
|------------|---------------------------|-----------------------------------|-----------------|------------|
| Elementary | Webster Elementary | - | 5 | - |
| Highschool | The White Mountain School | - | 4 | |
| College | UNH | wildlife and conservation biology | 1 semester | in process |

Other (Specify)

CURRENT EMPLOYER

Name of Company: Deerfield Veterinary Clinic Length of Employment: 2 yrs.

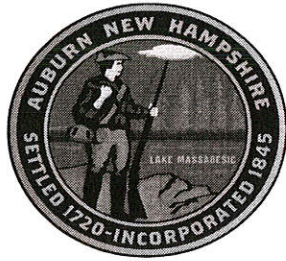
Describe your position: I am a receptionist at the front desk.

Additional comments: The conservation of Auburn's natural resources has always been a passion of mine.

Signature: Kayla Beliveau

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: April 27, 2018

Re: May 14th Joint Meeting with School Board

The next quarterly joint meeting with the Auburn School Board should be held on Monday, May 14th as part of the Selectmen's next regular meeting.

For that meeting, it seems to me the potential topics to present or discuss from the Town's perspective would be:

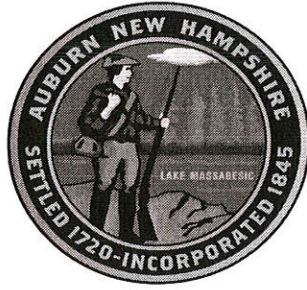
- ✓ Revaluation of Property Assessments
- ✓ Town Conversation concerning future direction of Parks & Recreation
- ✓ Updating of Capital Improvement Plan
- ✓ Update on Multi-Use Path Plan

I will be happy to gather any information or materials the Board may want for this meeting on these topics or others you may want to present.

Thank you for your consideration.

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: May 11, 2018

Re: Town and School District Deliberative Sessions -- 2019

During the past week SAU 15 Business Administrator Karen Lessard contacted me to indicate there has been some conversation at the school district level about potentially scheduling the School District Deliberative Session for the same day as the Town Deliberative Session.

This would allow both meetings to be held one after the other, which would certainly be a cost and time saver for the setting up and taking down of the meeting place; for the election officials who have to staff two different meetings on different dates; and should also be easier on the voting public to come out once for two meeting instead of twice.

I have found a number of communities around the State where this is how their annual meetings have been scheduled for years without any difficulty including Allenstown, Holderness and Shelburne to name a few.

The School District would prefer to be the first meeting held, followed by the Town's Deliberative Session. Several communities I have spoken with who do this alternate year to year who goes first.

The Board does not necessarily need to make a decision on this item immediately – but it may be something you would want to discuss with the School Board while they are meeting with you. At a minimum, it would be helpful to indicate whether this is something you would be open to considering, and we can work with the School District to develop the specific plan for you and the School Board to consider.

Thank you for your consideration.

Town of Auburn

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: May 4, 2018

Re: FEMA / Homeland Security Firefighters Grants Program Review

We wanted to formally advise the Board of Selectmen that former Auburn Fire Chief Bruce Phillips has once again been named to the federal panel of reviewers who will be evaluating grant applications for funding under the federal Assistance to Firefighters program.

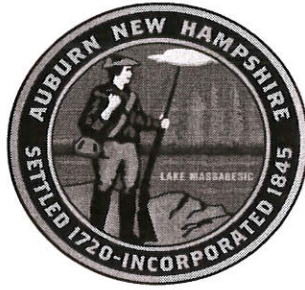
In this process, he will join other fire service professionals from around the country assembled by the Federal Emergency Management Agency (FEMA) to review and score applications for equipment, personnel and vehicles.

I believe this is the sixth time Chief Phillips has been asked by FEMA to serve in this capacity. I believe the panel will be meeting this month in Atlanta, GA.

Thank you for your consideration.

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: May 4, 2018

Re: Consideration of Drug & Alcohol Testing Program

At their April and May meetings, the Auburn Police Commission have been discussing implementing a drug & alcohol testing program for the sworn personnel of the department. This is a provision that has been included in the Collective Bargaining Agreement with the Auburn Police Union since it was first adopted in 2013 (Section 18.3 – *Drug and Alcohol Use*), but has not been acted upon until now.

The Police Commission, at its most recent meeting, mentioned the sense that the program should perhaps be applied to all Town departments and employees. At least a majority of the Police Commission expressed that opinion at their May 1, 2018 meeting (minutes attached).

The Town Personnel Policy also includes a section on drug & alcohol use (Section 10:2 – *Drug & Alcohol Abuse Policy*), which indicates the Town “*reserves the right to require drug and/or alcohol testing on employees if a supervisor or department head has a reasonable suspicion of an individual is under the influence of illegal drugs or alcohol while on work time.*” That is a different item than regular, random drug and alcohol testing included in the Collective Bargaining Agreement.

At the present time, the Police Commission may move forward on its own to develop and implement a policy that is in compliance with the terms of the Collective Bargaining Agreement and would be exclusive to the Auburn Police Department. It is my understanding they would work with Town Counsel in that process to ensure compliance with state and federal standards, and they would do so in consultation with the Auburn Police Union.

A decision for the Board of Selectmen to make would be whether the Board wanted to expand the random testing program to Town departments other than the Police Department. In general terms, employers are required under federal regulation to implement a drug and alcohol testing program for any employees who are required to hold a CDL license to operate vehicles or equipment as part of their employment. That is normally viewed to be public works employees, of which the Town of Auburn has none. However, the federal regulations also allow employers to make similar requirements for all ranks of employees in “safety sensitive” positions which include police officers, police dispatchers, firefighters and emergency medical providers.

In Auburn where the Town has no employees in the area of public works, but instead contracts all of that work to private vendors, they are not Town employees and, therefore, the Town has no legal ability to include them in any Town-managed drug and alcohol program. And due to HIPPA privacy regulations, cannot ask for the results of such tests from these individuals.

Consideration of Drug and Alcohol Testing Program
May 4, 2018
Page Two

As the employer, the Board may want to consider implementing a program that includes the members of the Auburn Fire Department as they are clearly in safety sensitive positions. I believe the Town also requires the members of the department who may drive the fire trucks to get their CDL licenses.

Having managed a drug and alcohol testing program in my prior position, I would note for the Board where the vast majority of the members of the Auburn Fire Department are call firefighters who do not work any sort of regular schedule for Auburn, the provision of random testing for call firefighters would need to be handled a little different than it would be for full-time employees. But it can reasonable be handled if that is the direction the Board might want to head.

There will be a cost for establishing and administering a drug and alcohol testing program. I have not sought out any cost estimates at this point, but beyond simply having an operational policy, the Town as the employer should seek to join a consortium of employers who would actually manage the random selection of Auburn employees to be tested quarterly, in addition to having a contract with a testing facility where the employees would physically go to for the testing procedure. There is usually an annual membership cost to being in the Consortium, in addition to a cost per test administered. The annual cost would likely be in the \$1,000 to \$1,500 range – depending on how many employees are ultimately tested each year.

Should the Board want to consider this potential, I would recommend we work in conjunction with the Police Commission and Town Counsel in developing a policy and program that adheres to the required state and federal standards; is fair and uniform in its application; provides the appropriate protections for both employees and the employer, and is one overall program for all affected Town positions that we would cover as opposed to have a “police” program and a “fire” program.

For the Board’s information and benefit, we have attached a copy of the minutes of the May 1, 2018 Police Commission meeting; Section 10:2 *Drug and Alcohol Abuse Policy* from the Auburn Personnel Policy and Section 18.3 *Drug and Alcohol Use* from the Auburn Police Union’s Collective Bargaining Agreement.

Thank you for your consideration.

Attachments

Town of Auburn
AUBURN POLICE COMMISSION MEETING MINUTES
May 1, 2018

Present: David Dion, Police Commissioner, Dennis McCarthy, Police Commissioner, Michael Rolfe, Police Commissioner, Chief Edward Picard, Lt. Ray Pelton, and Lillian Deeb, Office Manager.

Also Present: Steve Grange, Mike DiPietro, Ed Gannon, John Rolfe, Christine McLaughlin, Marion Miller, Paula Marzloff, Susan Goodhue, Glenn Shaw, Julie Demers, Matt Demers, Dennis Vieira, Pauline Vieira, Linda Dross, Jill Dross, Mary Ann Rolfe, Melissa Gates, Dave Oliveria, Gavin Oliveria, Rusty Sullivan, Chris Beaule, Tom Gonyea, Sgt. Kevin Cashman, Officer Bartis and Officer Huard.

D. Dion – called the meeting to order at 7:01 PM. He asks everyone to stand and lead the Pledge of Allegiance.

REVIEW THE April 3, 2018 MINUTES

D. McCarthy - motion to accept the minutes as presented. **M. Rolfe** – second. All in favor. **Motion passes.**

CHIEF'S REPORT

Chief – comments on the calls for service for the month and mentions the recent burglary on Londonderry Tpk near the Manchester line. He mentions the Drug Take Back event that occurred this past Saturday from 10 am to 2 pm, commenting about 70 pounds were turned in.

D. Dion – mentions there is a drug-take-back box in the lobby of the PD that can be used anytime. **Chief** – comments he has been the Chief in Auburn for over 28 years and that the officers are professional, and commission should be praising them not trying to fire them. **D. McCarthy** – questions why the Chief believes the commission is trying to fire officers. **Chief** – comments having heard differently at the polls. **D. McCarthy** – comments he wasn't at the polls. **Chief** – comments that someone was. **D. Dion** – asks if there is anything further for the Chief. **D. McCarthy** – mentions since the Chief brought up having worked for 28 years, asks the Chief if he has any retirement plans. **Chief** – comments that is none of Commissioner McCarthy's business. **D. McCarthy** – mentions the commission must have to plan for the succession of the department and if the Chief makes plans where the department is going in the future. **Chief** – comment he will let them know. **D. McCarthy** – questions whether Chief has plans. **Chief** – reiterates he will let them know. **D. Dion** – moves the meeting on.

LIEUTENANT'S REPORT

R. Pelton – comments he has some actual law enforcement items to discuss, mentioning DWI activity is up this month, mentioning motor vehicle activity as a whole is up especially in the area of the By-Pass. He comments on the increase in calls at Front Park and mentions the thefts which occurred at the Mega X. He predicts the By-Pass may be a hot area over the summer months and mentions the department is utilizing targeted patrols for that area. He mentions that Manchester Water Works will begin their summer patrol shift soon which will increase visibility. He comments on the complaint the department received related to motorcycles speeding on Wilson's Crossing and directed patrols that will be in that area on weekends. **D. Dion** – questions whether those are DWI grant patrols. **R. Pelton** – explains those will be directed

patrols and not grant patrols. **D. McCarthy** - reiterates those patrols will not be grant funded. **R. Pelton** – comments the grant patrols are time and date specific to commuting hours. He mentions the graffiti and vandalism up on Dartmouth, explaining the Road Agent is looking into a dumpster for items and the department will be doing directed patrols in that area. **D. McCarthy** – asks if officers are directed to examine the materials to see if the person dumping it can be identified. **R. Pelton** – comments offices have reviewed dumped waste to try and determine a defendant but that most of the materials on Dartmouth are landscaping materials. **M. Rolfe** – comments on a couple of air conditions. **D. McCarthy** – comments it is surprising what people will leave that may help identify them. **R. Pelton** – comments on the multiple calls received related to bears citing in area of Tower Hill, McEvoy and Harvard and mentions Candia call for a bear killing a goat. He mentions the pistol qualifications are almost completed on the new duty weapons and expects to finish this week. **D. McCarthy** – clarifies that the turn-around for the turning in of the old guns will be completed. **R. Pelton** – confirms. He further mentions the vacant full-time position the department has for July, mentioning unofficially has been throwing around the word and has spoken to three certified officers that expressed an interest but that hasn't worked out because they couldn't afford the pay cut. He further explains the department is going to advertise on the municipal website and police academy but may have to go with an uncertified candidate. **D. Dion** – mentions that if the department goes with an uncertified officer there will be a training expense and then won't have an officer on the schedule until next year. He mentions advertisements should be going out soon. **R. Pelton** – confirms with Ms. Deeb the process has begun. **L. Deeb** – comments by end of week. **R. Pelton** – comments there is a Fall academy. **D. McCarthy** – comments it is harder to find people. **M. Rolfe** – asks if the motorcycle is running. **R. Pelton** – confirms and mentions Officer Kapos has had it out once this season and will again tomorrow. **D. Dion** – asks about the bicycle patrol. **R. Pelton** – mentions there is a training scheduled for officers before they are out patrolling and mentions that presently Officer Kapos, Officer Goonan and Officer Lennon are trained but want officers to have basic training before going out.

NEIGHBORHOOD WATCH UPDATE

D. Dion – greets Mr. Grange and mentions the Crier contained the notice about joining the Neighborhood Watch and he hopes membership will increase. **S. Grange** – mentions to those attending if they are not members it is simple to join with little to no commitment to time. He further mentions it being an open avenue to communicate with the department. **D. Dion** – mentions last meeting discussions were had about missing signs and adding additional signs in neighborhoods and asks if the Road Agent does the installation. **R. Pelton** – comments the department takes care of that. **L. Deeb** – mentions additional signs should be put up in area of Bunker Hill and replaced missing signs. **D. Dion** – reiterates the neighborhood watch is strong in the community. **S. Grange** – comments he feels the quick response to calls for suspicious activity is the reason. **D. Dion** – comments the department's implementation of sectors has increased the response time. **D. McCarthy** – comments it's all about the responsiveness. **S. Grange** – reiterates the department has been outstanding.

OLD BUSINESS

D. Dion – reviews agenda mentioning Mr. Rolfe brought up a number of issues and begins with random drug and alcohol testing policy proposal. **D. McCarthy** – comments after having read the union contract a policy is already contained in contract but should move forward to establish a program that builds on that for entire department. He restates that there isn't a policy for how testing is done. **D. Dion** – asked if Commissioner McCarthy has researched the cost and who

will bear the costs. **D. McCarthy** – comments commission will bear the cost, mentioning runs for his staff in Rye and comments not outrageously costly. **L. Deeb** – questions whether Commissioner McCarthy is referring to his staff as in the Rye Police Department. **D. McCarthy** – comments his staff at Public Works and mentions it is a consortium that randomly selects subject to test, mentioning DOT 25% and 50% of staff is tested. **L. Deeb** – questions whether this should be town policy. **D. McCarthy** – comments part of hiring process and in cases where officers are involved in an accident or when they discharge firearm and further mentions it is just part of his business. **L. Deeb** – questions who determines who goes for testing. **D. McCarthy** – mentions the lab determines or the program and from the employees' names that are given. **L. Deeb** – asks if the commissioner is suggesting a town wide policy. **D. McCarthy** – comments he only controls the police department but thinks it is good policy for entire town. **D. Dion** – again questions the cost. **D. McCarthy** – comments in the area of \$500 to \$1000 per year and mentions the medical line the department doesn't use. **M. Gates** – questions how testing is conducted and questions whether testing would be locally. **D. Dion** – questions whether officer will be paid for their time to go. **D. McCarthy** – comments if officer is picked at the start of his shift he goes for testing. **M. Gates** – asks Commissioner McCarthy that this recommendation is only for the police department. **D. McCarthy** – comments the police department is all he has jurisdiction over but would recommend if he was a Selectmen. **M. Gates** – asks if he has raised this with Selectmen. **D. McCarthy** – comments he hasn't and doesn't have obligation but hopes they would follow suit after seeing what commission does. **K. Cashman** – comments the language is already in the union contract and introduces himself as the vice president of the union. He further comments appreciating the topic being raised because union negotiations are beginning soon and would be a good time to implement something. He reminds Commissioner McCarthy the language in the contract indicates they are part of policy making. **D. McCarthy** – comments before negotiations but mentions whatever policy is established with the union would be a policy for the whole department. **M. Rolfe** – comments would be the same with a GPS policy. **D. McCarthy** – mentions to Sgt. Cashman that the intention is to have them involved in the policy making. **D. Dion** – comments his opinion is that the drug testing be proposed to the Selectmen as it related to town employees random testing. **M. Rolfe** – comments the testing should be done on anyone that drives a town vehicle. **D. Dion** – comments on determining which town employees this policy would cover. **D. McCarthy** – agrees the policy would have to cover all employees. **T. Gonyea** – suggests the policy cover anyone that works for the town. **D. McCarthy** – comments that is beyond commission scope. **D. Dion** – suggests bringing the idea of random Drug testing to Bill Herman to bring before the Selectmen. **D. McCarthy** – comments commission may move alone. **D. Dion** – comments that and GPS are changes in working conditions and require input from union. **D. McCarthy** – responds it's not a union issue but is management right to have GPS and use GPS and comments the policy regarding the storage and who accesses it is a management right. **K. Cashman** – comments a union rep can come to the next meeting to assist with language. **D. McCarthy** – comments he doesn't need to hear from union rep. **L. Deeb** – looks to clarify the police commission is going to write a policy on GPS. **D. McCarthy** – explains the policy will be given to the Chief for implementation. **G. Bartis** – questions why the commission going to spend money. **D. McCarthy** – comments there isn't a big cost because GPS exists in vehicle already and commission will look for inexpensive software to track. **G. Bartis** – questions why this is being sought if the NW reports response time is quick and can't recall in his history with the department hearing the comings and goings of the cruises were abused. **D. McCarthy** – comments this is accountability so there is no abuse. **G. Bartis** – asked if Commissioner McCarthy knows the costs. **D. McCarthy** – explains working on getting costs. **G. Bartis** – asks if the GPS is something that can be done through Rockingham County Dispatch. **D. McCarthy** – comments Rockingham has their own program and will have to check as the information comes. **M. Rolfe** – comments the Commissioners met with Attorney Kathy Peahl to find out what the commission can and cannot

do. **D. Dion** – comments a determination will have to be made how much, who controls and where information is stored and if using county if available, might be way, to go and suggests the other commissioners start looking into the cost, equipment involved. He further mentions civilians shouldn't be able to just call the office manager and find out where a cruise is. He questions whether Commission McCarthy has that access in Rye. **D. McCarthy** – mentions he doesn't but the Chief of Police in Rye does and that a policy will outline who will have access. **D. Dion** – confirms Commissioner McCarthy is going to research this information. **D. McCarthy** – comments he will be looking into this. **J. Demers** – asks if the commission has looked into cybersecurity and a risk assessment for someone hacking in to find out where officers are. **D. McCarthy** – comments this is not something new being proposed. **L. Deeb** – comments while the commissioners are proposing policy changes she questions budget impacts... **D. McCarthy** – states Ms. Deeb works for them and explains they are volunteering to looking into policies but can direct “you people” referring to her to look into these policies for the Commission. **L. Deeb** – remarks while she presents the budget to the commissioners each year, Mr. McCarthy scrutinizes every expense and she questions moving forward with these policy changes without first knowing budget impact, comments if the costs analysis is \$8000, questions if the commission is just going to approve. **D. McCarthy** – comment they may **D. Dion** – reiterates the commissioners are going to get more information on the GPS and random drug testing with no action tonight. He moves to the next item on agenda related to the return of MRI to review recommendations. **M. Rolfe** – comments Commissioner Dion missed the agenda item of the continuation of video recording the meetings. **D. Dion** – clarifies that they are not discussing public recording meetings but the recording that is being posted on the YouTube. He refers the commissioners to the number of video views contained in the packet and mentions would need a bigger meeting room if everyone that viewed attended. He further comments he likes the recording and sees it as transparency. He questions why the other commissioners are opposed. **M. Rolfe** – questions whether it can be determined if all the hits are from Auburn. **D. Dion** – confirms can't tell. **M. Rolfe** – comments views could be from California. **D. McCarthy** – does not think that the April numbers are realistic. **M. Gates** – explains how the counts are achieved through IP addresses. **D. Dion** – comments someone can't be driving the views up by hitting clicking into it. **E. Gannon** – comments RSA 91-A allows him to record the public meeting and will attend each month. **D. Dion** – explains the question is really if the video can be put on the town web site. **S. Grange** – mentions a large number of elderly people from the NW that can't attend, or work obligations make it so they can't attend and commission is going to take that away. He further mentions elected officials ran for this office to have a voice in the department and now don't want voice heard is ridiculous. **M. Rolfe** – agrees but feels the camera should show the speaking party and mentions questions in the back can't be heard on video. **S. Grange** – comments Commissioner Dion announces who he is speaking to and mentions certain behaviors at past meeting and comments people have a right to see what is going on. **D. McCarthy** – comments Ms. Deeb takes good minutes. **D. Vieira** – comment he is signed up to get all the agendas and minutes on his computer for all Auburn boards and departments and can read what is going on and does add to level of transparency. **D. Dion** – comments initially the video recording was a pilot to possibly look into recording all the town's meetings and likes that people have the ability to view offsite. **S. Grange** – comments the minutes miss information of everything that is being said. **M. Rolfe** – mentions it can't be picked up on YouTube. **D. Dion** – comments he could have people step to the mic and would do that if someone addresses the commission. **M. DiPietro** – suggests putting other microphones around the room. **D. Dion** – explains commissioner was not looking to spend funds, simply home style record meetings so people could watch. **M. DiPietro** – suggests spending the funds for more professional recording. **D. McCarthy** – comments he was always against recording because now created issue as when to stop and doesn't see the numbers as earth shaking and when the commission generates controversy watchability goes up but everyday business

numbers are at 31 and 68. **D. Dion** – comments 68 people attending meetings would be wonderful. **M. Rolfe** – mentions a friend from Deerfield watched.

D. McCarthy – motion the commission stops filming, commenting does not mind public filming and does not see it as the best interest for the town. **M. Rolfe** – second. **D. Dion** – opposed. **Motion passes.** **D. McCarthy** – comments filming can continue for tonight.

R. Pelton – explains to the commission the equipment before them does not belong to the department and Melissa turned it on but is not being paid as employee and explains the recording is not actually put on the town site but is done with a link to YouTube, explaining the recording is not on website, just the link and asks for the commission to clarify their motion that they are asking the Link to be removed from the Town Website. **D. Dion** – comments the motion should be clarified. **D. McCarthy** – comments the Link should be removed. **D. Dion** – comments on the equipment remaining but clarifies that recording will have to find it's own venue. **D. McCarthy** – understands the video before them may be operating but will not be sanctioned by this board. **R. Pelton** – understand the commission is looking to delete the link.

D. Dion – clarifies the motion in that “.....discontinue the recording and not allow the Link on town website” He further asks Commissioner McCarthy if he would amend motion. **D. McCarthy** – so states. **M. Rolfe** – second. **D. Dion** – opposed. **Motion passes.**

D. Dion – moves to the next item on the agenda. **E. Gannon** – comments he doesn't think the Police Commission has the right to tell the Town they can't have Links on Website. **D. Dion** – comments letting the Selectmen know the Police Commission voted the link not be on website. **D. McCarthy** – comments he believes the Town's policy is they don't link to private citizen's websites but confirms Mr. Gannon is right they make the policy. **D. Dion** – comments the MRI item on the agenda was discussed at a Selectmen's meeting and they trusted the department heads to take care of completing the recommendations and not spending money to have MRI return and asks if the commissioners are aware of how much the cost would be. **D. McCarthy** – comments understanding a is letter coming. **D. Dion** – mentions reaching out to Mr. Herman to reach out to Al Gould, Director of MRI. **D. McCarthy** - asks if Commissioner Dion has a letter. **D. Dion** – explains he has verbal confirmation that \$3000 to \$4000 at an hourly rate. He further comments affording that cost and suggests if Commissioner McCarthy is concerned, the Lieutenant offered to come and meet with the Commissioners and review all the completed recommendations for the Commission could agree with the Selectmen that the department heads can take care of the implementation of the recommendations. **D. McCarthy** – would like to table it till he receives the correspondence from MRI.

NEW BUSINESS

D. Dion – asks if there is anything else and then reviews the employee evaluation.

D. McCarthy - motion based on satisfactory review and award Officer James Huard a step increase from a Labor Grade 7, Step 11 to a Labor Grade 7, Step 12. **M. Rolfe** – second. All in favor. **Motion passes.**

D. Dion - Motion to adjourn. **D. McCarthy** – second. All in favor. **Motion passes**

Meeting closed at 7:43 pm.

Minutes approved by _____ on _____.

18.3 Drug and Alcohol Use

Employees shall not possess, use or sell controlled substances or alcoholic beverages while on duty. Possession shall include, but not be limited to, concealment or storage in a locker, Town vehicle, or other places accessible to the employee during working hours, but shall not apply to alcohol or controlled substances confiscated for law enforcement purposes and handled in accordance with the Department's standard operating procedures. Employees shall not report to work or attempt to work while under the influence of controlled substances or alcoholic beverages. Employees shall not report to work or attempt to work while suffering from the effects of exceeding the prescribed or directed usage or otherwise abusing prescription or over-the-counter drugs or medications. The Chief may enforce this policy by requiring employees to submit to drug and alcohol tests (including, but not limited to, providing urine and blood samples) and/or by conducting searches of employees and their personal belongings and vehicles. The Chief may authorize drug and alcohol tests on a random basis, but searches of lockers or personal vehicles shall be authorized only when the Chief has probable cause to believe that the employee is concealing controlled substances or alcohol in the area to be searched. Failure to comply with this policy or to cooperate with the Chief in the administration of this policy shall lead to disciplinary action or termination. Any drug tests administered under this policy shall comply with U.S. Department of Transportation procedures.

In the event that a urine or blood test proves positive for alcohol and/or prescription drug use, the employee shall be referred for professional treatment as specified by the Chief. Failure to comply with said Program and direction may result in disciplinary action. All costs of random and initial testing are to be borne by the Town of Auburn.

Prior to implementation of said policy, the Standard Operating Procedures of the Auburn Police Department must state the standards and criteria of said policy, including the laboratory to be utilized and all safety precautions to include confidentiality. The Union must be involved in all phases of development of said procedure.

18.4 Safety

It is understood that the Town shall have the right to make and enforce regulations for the safety and health of its employees during their hours of employment. Employees shall comply with all safety rules and regulations established by the Town at all times, to include the use and care of such safety devices as may be assigned in accordance with their intended purpose. Employees who violate Town safety policies or willfully engage in unsafe conduct during work hours shall be subject to disciplinary proceedings, up to and including discharge.

10. Workplace Health and Safety Issues

10:1 Smoking in the Workplace

As of January 1, 1991, New Hampshire passed an Indoor Smoking Act (RSA 155:64-77). This law requires that smoking be restricted and regulated in enclosed places of public ownership, public access, and places of employment to protect the health of the people who use these public facilities. In order to comply with the provisions of this law, all Town owned buildings have been designated "Non-Smoking". Employees who violate this policy may be subject to discipline, including termination.

10:2 Drug and Alcohol Abuse Policy

It is the policy of the Town of Auburn that employees shall not be involved with the unlawful use, possession, sale or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect the Town's business. Further, employees shall not possess alcoholic beverages in the workplace or consume alcoholic beverages in the workplace or during work time and must not report to work under the influence of any drug or alcohol.

Any involvement with alcohol/drugs that adversely affects the workplace or the work environment will not be tolerated. Further, off-the-job illegal drug activity or alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, Town equipment or the Town's relations with the public will not be tolerated.

The use, sale or personal possession on or around Town property (e.g. – on the person or in a desk, Town vehicle or other Town property) of drugs which are illegal to possess under Federal or State law is an offense for which an employee may be discharged immediately and may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.

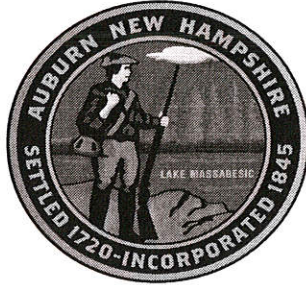
No employee may operate any Town vehicle or their own vehicle on Town business within eight (8) hours of consuming an alcoholic beverage. The Town of Auburn reserves the right to require drug and/or alcohol testing on employees if a supervisors or department head has a reasonable suspicion of an individual is under the influence of illegal drugs or alcohol while on work time.

10:3 Basic Driving Safety Requirements

All employees are required to wear seat belts while operating or riding in any Town-owned vehicle or while traveling in a personal vehicle on Town business. (This

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: May 11, 2018

Re: Auburn Lamp Post Banner Project

We wanted to update the Board on the project to create lamp post banners for several of the Town's and possible the School District's parking areas.

This past week we have received the attached proofs of the three banners intended to be created. The banners will be two-feet wide by four-feet tall. They are in full color and printed on both sides of the banner.

We were able to have these developed in part with the assistance of Stantec Consulting, who was able to take the original artwork created by the Auburn Village School students and create electronic files of the art that met the requirements of the vendor. With the banners being of a significantly large size, the artwork had to be scanned at a very high resolution so they did not lose clarity as they are blown up to the banner size.

The total cost of the 12 banners (four of each one of the three designs attached) and the hardware needed to display the banners came to \$1,676. We have received donations to cover this expense and will place the order for these items early next week. We anticipate they will be delivered within the next 10 days or so.

We will be scheduling the required formal public hearing the Board needs to hold to accept and expend the donations for this project for your next scheduled meeting on Monday, June 4th.

Thank you for your consideration.

Attachments

Auburn - Banner A

24x48;
 3.5 inch pockets;
 Single Ply
 2 Sides Same Print;
 Digital Color Print;
 2 Grommets;

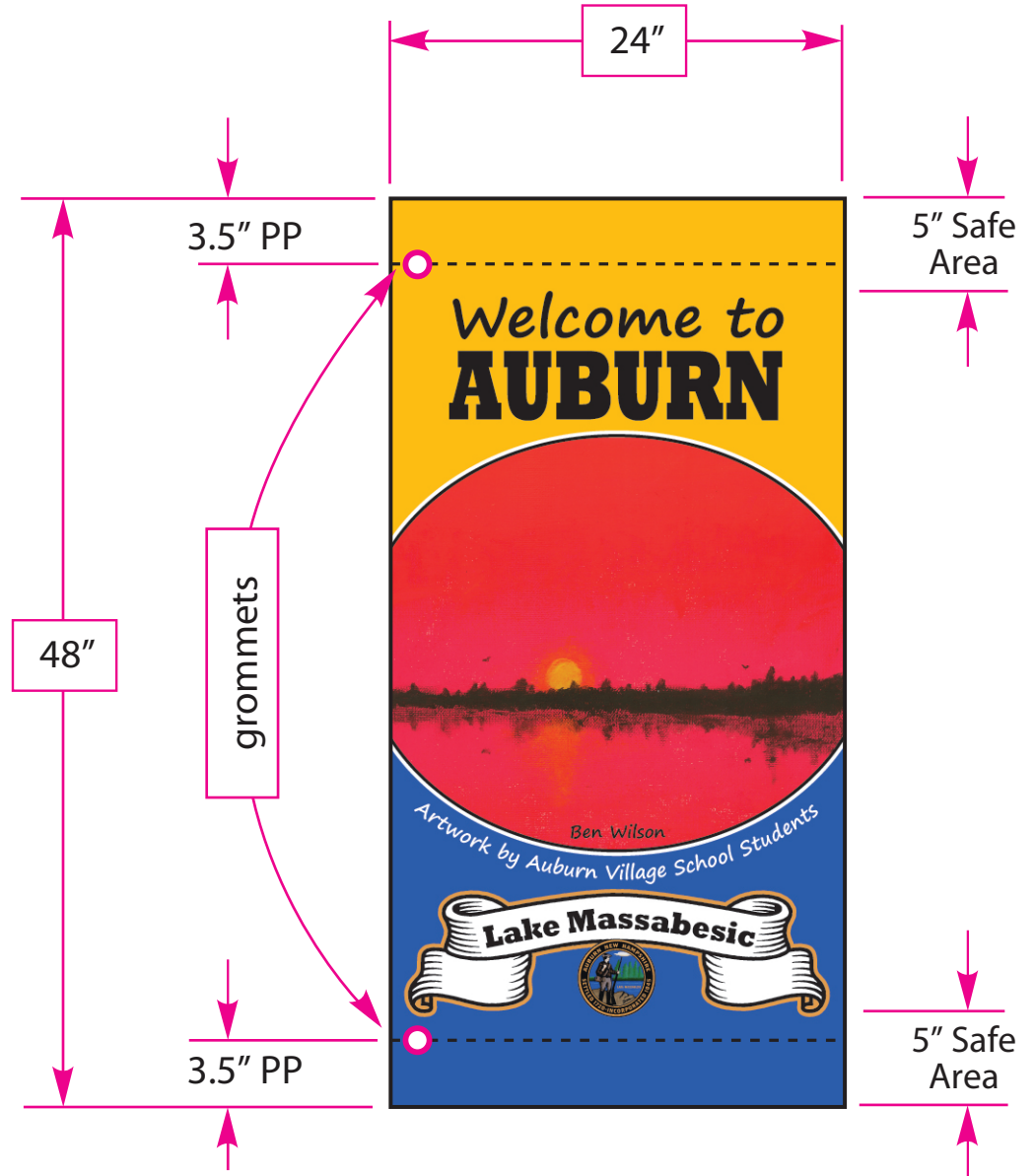
Qty. 4 ;

Digital Print

Approval Date by Customer

Approval Signature by Customer

All proofs must be signed and returned before production can begin.
 By signing this form you agree that you have reviewed the proof for correct spelling, colors, size and have indicated the quantity of prints you wish to be made per image. We cannot accept responsibility for errors missed by the client in the proofing process.



Auburn - Banner B

24x48;
 3.5 inch pockets;
 Single Ply
 2 Sides Same Print;
 Digital Color Print;
 2 Grommets;

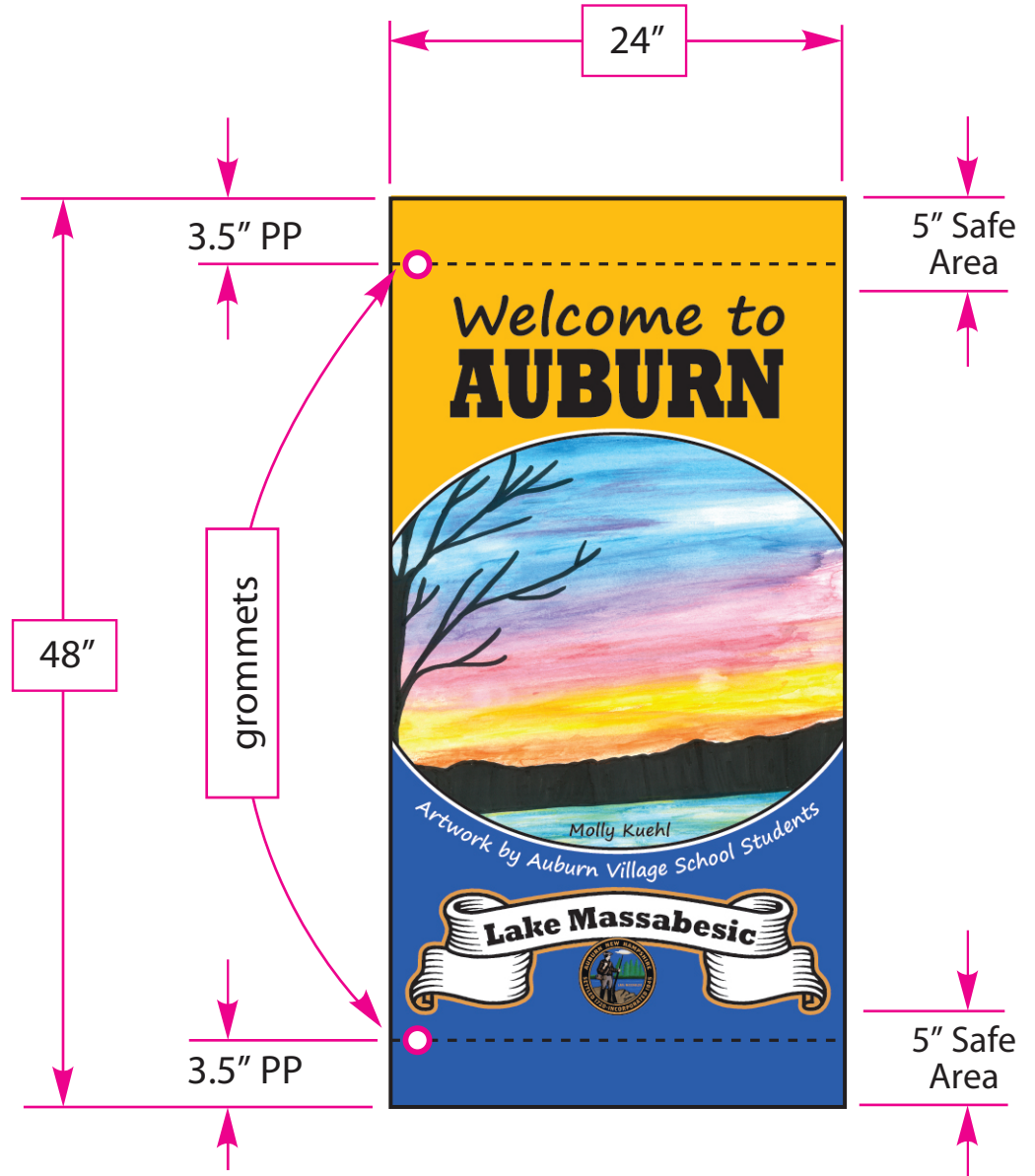
Qty. 4 ;

Digital Print

Approval Date by Customer

Approval Signature by Customer

All proofs must be signed and returned before production can begin.
 By signing this form you agree that you have reviewed the proof for correct spelling, colors, size and have indicated the quantity of prints you wish to be made per image. We cannot accept responsibility for errors missed by the client in the proofing process.



Auburn - Banner C

24x48;
 3.5 inch pockets;
 Single Ply
 2 Sides Same Print;
 Digital Color Print;
 2 Grommets;

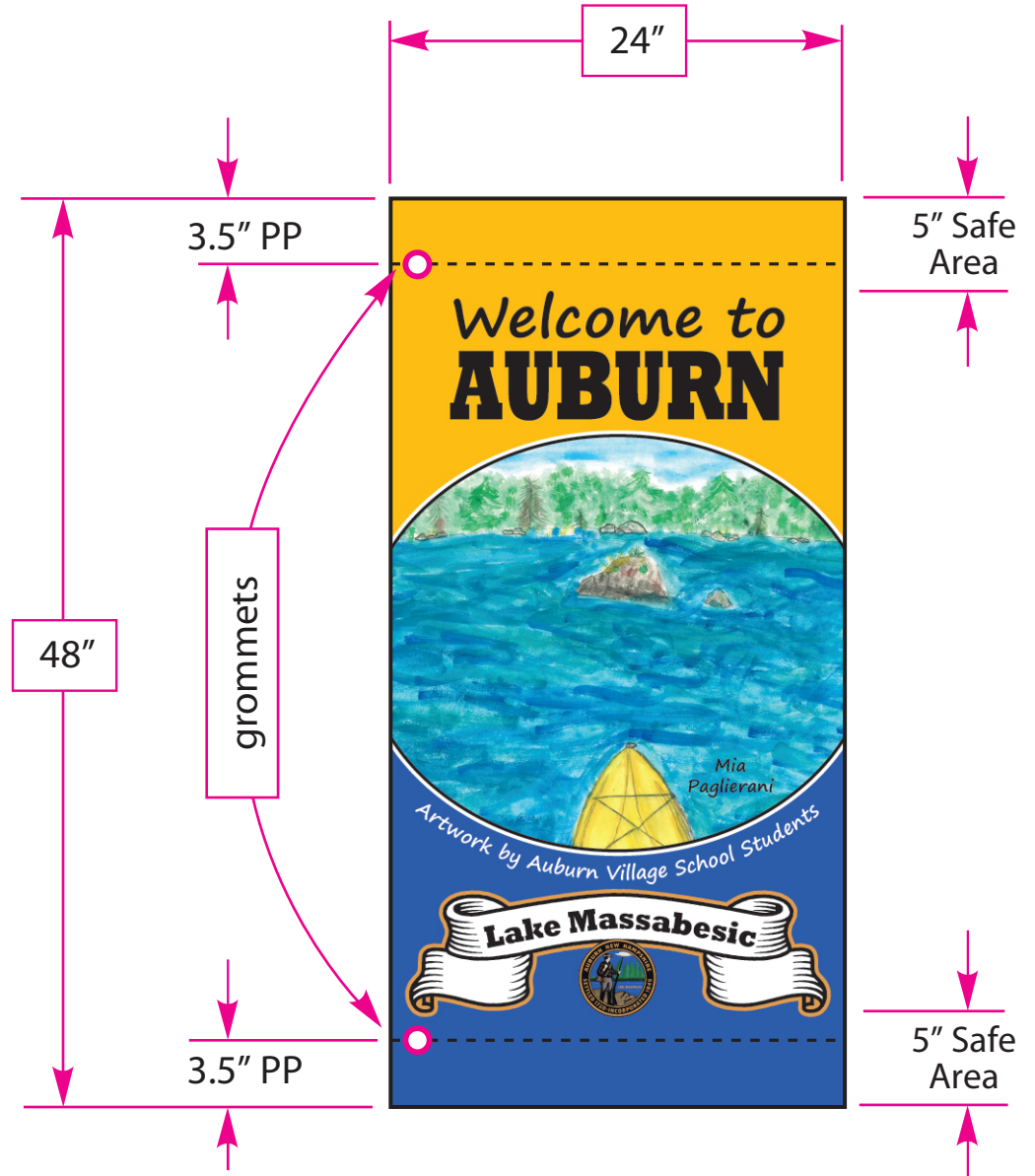
Qty. 4 ;

Digital Print

Approval Date by Customer

Approval Signature by Customer

All proofs must be signed and returned before production can begin.
 By signing this form you agree that you have reviewed the proof for correct spelling, colors, size and have indicated the quantity of prints you wish to be made per image. We cannot accept responsibility for errors missed by the client in the proofing process.



[illegible]



Construction Proposal

Dynacon Builders Inc

May 10th, 2018
Auburn Town Hall

Dynacon Builders Inc
10 Chestnut Drive

Suite # 4
Bedford, New Hampshire 03110
603-488-5495
603-488-5601

Proposal

May 10, 2018

Between the Owner: **Town Of Auburn**
47 Chester Road
Auburn, New Hampshire
488-5052 ext-111

And the Contractor: **Dynacon Builders Inc**
10 Chestnut Drive
Suite # E
Bedford, New Hampshire 03110
United States
603-488-5495

For the Project: **Auburn Town Hall**

SCOPE OF WORK:

SCOPE OF WORK

Work that is anticipated to be done as part of this project has been detailed in plans dated May 3, 2017 prepared by Alternative Designs, Inc. of Manchester with Team Engineering of Bedford as the Engineer of Record. In general, the project includes:

- ? Demo and remove completely the existing covered porch and associated stairs, structure and foundation that serve as the front entry to the Auburn Town Hall.
- ? Construct new covered porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc., which includes details of:
- ? Codes, Design Loads, Foundations, Concrete, Reinforcing Steel, and Wood, and provides specifics for:
- ? Deck Plan @ Main Level
- ? Deck Plan @ Ground Level
- ? Landscaping Plan

- ? Foundation Plan
- ? Front Elevation
- ? Side Elevation
- ? Door Detail (Exterior and Interior Face)
- ? Stair Section
- ? Stair Code
- ? Stair Detail
- ? Soffit Detail (Low Eve)
- ? Repair and replace existing siding of Town Hall as affected by removing existing porch and stairs.
- ? Provide barricades during construction process to prevent people from falling or being hurt.
- ? Provide signage to direct individual to rear entry of building during construction process.
- ? Power wash and paint entire front to Town Hall to match the existing color.

SPECIAL CONDITIONS:

Exclusions:

- 1}Blasting for any ledge & ledge removal.
- 2}Moving of any existing underground utility's.

TOTAL BASE PRICE:

\$86,373.33

STANDARD ALLOWANCES (INCLUDED IN BASE PRICE):

Electrical Fixtures

\$500.00

Optional Terms and Conditions: Strongly recommend changing all MDO at columns, stair risers & bead board @ lower section to composite material to avoid the maintenance of paint.

Acceptance of Agreement

Witness our hand and seal on this _____ day of _____, 20____.

Signed in the presence of:

Witness

Witness

Contractor Signature

Owner Signature



TARGET NEW ENGLAND

Historical Restorations

Town of Auburn

May 9, 2018

47 Chester Road

Auburn, NH 03032

Attn: William Herman, Town Administrator

PROPOSAL

The following is a proposal for the renovation of the front entrance of the Auburn Town Hall, Auburn, NH.

After an onsite inspection and a careful review of the specifications provided by the Town of Auburn, Target New England, Historical Restorations proposes the following price:.....**\$32,460.00**

This proposed price includes all insurance, materials and labor.

References will be provided upon request.

Thank you,

James Doherty, Owner

Target New England, Historical Restorations





Town of Auburn
Board of Selectmen
47 Chester Road
Auburn, NH 03032

Hello

My name is Joe Landry, owner of Build Savvy, LLC.

I am pleased to submit our Proposal to you for the "Town Hall Renovation".

We are an Auburn, NH based Design/Build General Contractor that is accustomed to working on complex projects, and we are confident that this project is right in line with our skills. We pride ourselves in keeping our jobsites clean, having sound project management skills and keeping all of our past clients very satisfied through great quality and constant communication.

This project involves a lot of exterior carpentry; specifically working with PVC materials and composites that we've had many years of experience with. I am very familiar with all of the aspects of this project. As you will see in the package, we have many references, we are lead certified and fully insured.

If you have any questions for me during your selection process, please feel free to reach out to me at 603-490-8945

Thank You for your Consideration!

Joe Landry- Build Savvy, LLC



PROPOSAL

Page 1 of 3

Date: 5/10/18
To: Town of Auburn
Address: 47 Chester Rd.
City, State: Auburn, NH
Quote #:
Project Name: *Town Hall Renovation*

BUILD SAVVY, LLC
136 APPLETREE RD.
AUBURN, NH 03032
(603) 490-8945

We propose to furnish all materials and perform all labor necessary to complete the following:

Town Hall Front Entry Renovation

- Building Permit to be procured by Build Savvy, LLC
- All Construction Plans drawn by Alternative Designs, Inc.
- All construction to be performed in accordance to plans unless otherwise communicated
- On Site Clean-up to be provided on a daily basis. Location of dumpster TBD
- Schedule to be provided upon acceptance of proposal
- Project duration to be approximately 8 weeks

We propose to furnish all labor, complete in accordance with above specifications, for the sum of:
Seventy Five Thousand- Eight Hundred- Fifty- Dollars and 00 Cents **\$ 75,850.00**

Payments to be made as follows: 30% Upon Completion of Foundation/Piers
20% Upon Delivery of Framing Materials
25% Upon Completion of Rough Framing
15% Upon Delivery of Composite Materials
10% Upon Final Completion

Contractor's Signature: _____

Acceptance of proposal- The above price, attached specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer Signature: _____ Date: _____

Build Savvy, LLC
Features and Specifications
47 Chester Rd. Auburn, NH
Town Hall Renovation
5/10/18

Page 2 of 3

Construction to be performed in accordance to plans drawn by Alternative Designs, Inc. on 5/3/17

Demolition/Prep

- DigSafe to be contacted prior to construction
- Remove and dispose of existing entry structure roof, stairs and foundations
- Create barricades during construction to keep construction area safe from outsiders
- Provide and install signage redirecting people to rear entrance
- Portable toilet to be placed on site in agreed upon location for workers
- Dumpster to be placed in agreed upon location

Foundation/Support Piers

- Excavate for sono tubes, grade beams & frost walls
- All foundation supports to be placed and poured on site per plan

Construction

- Floor height of deck to match existing foyer floor as close as possible
- Floor joists to be framed at 16" on center per plan
- All beams, posts, stringers and lower deck materials to be pressure treated per plans

Roof

- Conventional roof framing at 16" on center as per plans
- Roof to have 1/2" plywood sheathing
- Ice & water shield to be installed on entire roof surface with flashing to existing building
- White metal drip edge on roof perimeter
- Architectural Shingles on porch roof- **Color TBD**

Windows and Exterior Doors

- All windows and doors to remain as is

Exterior Finishes

- Front façade of building to be pressure washed and repainted white
- Does not include painting of upper cupola
- Remove and replace existing siding clapboards as needed during construction of new roof/deck
- Building to be tested for lead paint: **Build Savvy is Lead-Safe Certified Firm**
- Exterior siding to be cedar clapboards Western Red Cedar finger jointed & pre-primed
- Soffits of covered porch to be vented vinyl bead board or equivalent
- All decorative box columns, fascia's and trim on exterior to be PVC trim boards
- Recommend wherever "MDO" is called out on plans that PVC be used in order to prevent future rot**
- Install beadboard w/ PVC trim under deck with double doors for access
- All decking and stair treads to be Spacemaker Outdoor waterproof flooring per plan
- Stair skirt boards and risers to be PVC trim
- Decorative wrought iron railings 42" high per plan with additional rail against building
- Drawings for rails to be provided for approval prior to fabrication**

Electrical

No electrical noted on plan
Budget held for demo of lights in existing covered porch
Any other electrical TBD

Exterior Grounds

Provide and plant 6 30" diameter flowering shrubs (TBD) with mulch area (color TBD)
Crushed gravel to be placed over filter fabric under new deck
Any disturbed areas to be loamed, raked and seeded
Tie in existing asphalt with new stairs/walkway

One year warranty by Build Savvy, LLC

Any changes or additional charges will be communicated to Customer before work is performed.
Contractor not responsible for damage to existing driveway due to construction traffic.
Any ledge, large rocks or unexpected impediments underground are not included in this proposal

Customer:

.....
.....

Contractor:

.....
.....Date:.....



TOWN OF AUBURN

PUBLIC NOTICE REQUEST FOR PROPOSALS

The Town of Auburn is soliciting proposals for a building renovation of the Auburn Town Hall located at 47 Chester Road (NH Route 121). The renovation work includes the removal of the existing covered front porch and associated stairs, structure and foundation, to be replaced with a new covered front porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc. of Manchester and Team Engineering, Inc. of Bedford.

Due to the Town Hall being a customer service facility, access to the building will have to be shifted to the rear of the building during construction, while contractor will need to provide appropriate barricades during construction to provide for public safety.

Sealed bids marked "TOWN HALL RENOVATION" will be accepted at the Selectmen's Office until 2:00 PM on Thursday, May 10, 2018. All proposals will be provided to the Board of Selectmen for consideration at their next meeting, which would be held on Monday, May 14, 2018.

Specifications for the project are available at the Town Hall or online at the Town of Auburn web site (www.auburnnh.us) under "Requests for Proposals" found under "Board of Selectmen".

The Board of Selectmen reserves the right to accept or reject any or all proposals in the best interest of the Town of Auburn.

**TOWN OF AUBURN
BOARD OF SELECTMEN**

April 25, 2018

TOWN OF AUBURN SPECIFICATIONS FOR FRONT ENTRANCE RENOVATION OF THE AUBURN TOWN HALL

The Town of Auburn is soliciting proposals for the renovation of the front entrance of the Auburn Town Hall located at 47 Chester Road (NH Route 121).

The work includes the removal of the existing covered front porch and associated stairs, structure and foundation, to be replaced with new covered front porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc. of Manchester and Team Engineering, Inc. of Bedford.

SCOPE OF WORK

Work that is anticipated to be done as part of this project has been detailed in plans dated May 3, 2017 prepared by Alternative Designs, Inc. of Manchester with Team Engineering of Bedford as the Engineer of Record. In general, the project includes:

- ✓ Demo and remove completely the existing covered porch and associated stairs, structure and foundation that serve as the front entry to the Auburn Town Hall.
- ✓ Construct new covered porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc., which includes details of:
 - ✓ Codes, Design Loads, Foundations, Concrete, Reinforcing Steel, and Wood, and provides specifics for:
 - ✓ Deck Plan @ Main Level
 - ✓ Deck Plan @ Ground Level
 - ✓ Landscaping Plan
 - ✓ Foundation Plan
 - ✓ Front Elevation
 - ✓ Side Elevation
 - ✓ Door Detail (Exterior and Interior Face)
 - ✓ Stair Section

- ✓ Stair Code
- ✓ Stair Detail
- ✓ Soffit Detail (Low Eve)
- ✓ Repair and replace existing siding of Town Hall as affected by removing existing porch and stairs.
- ✓ Provide barricades during construction process to prevent people from falling or being hurt.
- ✓ Provide signage to direct individual to rear entry of building during construction process.
- ✓ Power wash and paint entire front to Town Hall to match the existing color.

Copies of the plans prepared by Alternative Design, Inc., are available for review and inspection at the Auburn Town Hall or appear on the Town's website site (www.auburnnh.us) under "Requests for Proposals" on the Board of Selectmen's page.

A copy of the plan may be purchased through Alternative Design by contacting Scott Boren, Alternative Design, Inc., 94 Old Granite Street, Manchester, NH. Telephone (603) 645-4388.

The successful contractor shall pull a permit from the Town of Auburn Building Inspector for this project, but there shall be no charge for the permit.

The successful contractor shall clean-up all materials on a daily basis, and will be allowed to maintain a disposal container on site for this purpose.

As part of the proposal, contractors are encouraged to estimate the total time frame that is anticipated to be need for the completion of the project.

Interested contractors wishing to view the job site are welcome to do so during business hours of Monday through Friday 8:00 AM to 4:30 PM. Individuals shall advice personnel in the Selectmen's Office of their presence on site before commencing their inspection and estimating activity.

If subcontractors or contracted services are anticipated to be used by a contractor for this project, if at all possible, utilization of local Auburn vendors, services or contractors is urged.

PAYMENT

Payment can be made as work progresses and percentage of completion is documented by the Contractor. Final payment will be made within two weeks once all work is satisfactory completed and all surrounding grounds are clear of all debris. Specific payment terms will be worked out between the chosen contractor and the Town.

PROFESSIONAL AND GENERAL LIABILITY INSURANCE

Contractor shall file with the Town of Auburn evidence of professional liability and general liability insurance certifying coverage contained therein or, in the alternative, provide documentation of a self-insured program. Such insurance shall provide protection against professional and personal injury liability. The Certificate of Insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the contractor shall advise the Town of Auburn of any changes of insurance company, coverage, limits of liability and notices of cancellation of insurance. Limits of liability shall be not less than: General Liability \$500,000 combined single limit and Worker's Compensation \$100,000 statutory insurance. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the Town of Auburn.

INDEMNIFICATION

The Contractor agrees to hold harmless and indemnify the Town of Auburn against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor.

PRE-AWARD CONSIDERATIONS

The Town of Auburn shall consider the capabilities and resources of the potential vendor, and will review references of clients having similar requirements as set forth in this specification. Reference checks shall be an integral part of the final analysis of an award of contract. NOTE: Negative reference feedback may cause the bidder to be judged non-responsible and may result in rejection of the apparent low bid.

AWARD

The Town of Auburn reserves the right to award this contract in the best interests of the Town of Auburn. Proposals will be received by the Selectmen's Office until 2:00 P.M. on May 10, 2018.

Proposals will initially be shared with the Board of Selectmen. They will be included on the agenda of the Board of Selectmen meeting at their next regularly scheduled meeting, which be on Monday, May 14, 2018. The awarding of the project contract shall follow a decision by the Board of Selectmen.

General questions concerning the project may be directed to William G. Herman, Town Administrator, Town of Auburn, P.O. Box 309, Auburn, NH 03032, telephone (603) 483-5052 between the hours of 8:00 A.M. and 4:30 P.M.

Questions concerning the specifics of the plan should be directed to Scott Boren, Alternative Design, Inc., 94 Old Granite Street, Manchester, NH 03101, telephone (603) 645-4388.

The Town reserves the right to reject any or all proposals, or any part thereof; to waive any information in the bidding and to accept the proposal; considered to be in the best interest of the Town.

**Town of Auburn
Board of Selectmen
April 30, 2018
Town Hall
7:00 p.m.**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Also Present: Mike DiPietro, Paula Marzloff, Carrie Rouleau-Cote, Building Inspector, Tom Lacroix, Michael Rolfe, Dale Phillips, Linda Dross, Russell Sullivan, Pauline Vieira, Dennis Vieira, Susan Goodhue, Marion Miller, Bill Herman, Town Administrator and Nancy J. Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

At 6:59 pm Mr. Headd called the meeting to order and led the Pledge of Allegiance.

Approval of Accounts Payable for the Week of April 23, 2018 - \$121,756.93

Mr. Eaton motioned to approve the Accounts Payable for the week of April 23, 2018 in the amount of \$121,756.93. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll for the Week of April 30, 2018 - \$42,347.35

Mr. Eaton motioned to approve the Payroll for the week of April 30, 2018 in the amount of \$42,347.35. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda – Week of April 30, 2018

Mr. Headd read the Consent Agenda items some of which included two raffles, an application for property tax/veteran's credit, a Commendation for Eagle Scout Court of Honor and one pistol/revolver permit.

Mr. Eaton motioned to approve the Consent Agenda for the week of April 30, 2018 as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Carrie Rouleau-Cote, the Building Inspector and Code Enforcement Officer appeared before the Board to present a Proclamation declaring May, 2018 - Building Safety Month which she requested the Board sign into effect.

Mrs. Rouleau-Cote explained the themes which would be set for each of the five weeks in May and can be found on the Auburn Community Facebook site and Town webpages.

Mrs. Rouleau-Cote explained the purpose was to promote awareness, education and public safety issues recommended by the International Code Council.

Mrs. Rouleau-Cote stated in addition to involving the children's classrooms with reading a children's book: *The Three Little Pigs*, the month would be kicked off with a meeting with Governor Sununu who would be signing the Proclamation on Tuesday for the State. She has developed five themes for the weeks of May, some of which include Planning with Code Officials, Tech and New Products which can be incorporated into homes and businesses, Protecting the Community from Disasters (flood, wind, Winter etc.), Safeguarding the Water (quality, quantity and safety in swimming pools), and Education to encourage participation in the trade professions.

Mrs. Rouleau-Cote closed by pointing out that the goal is to raise the profile that we are the "First Preventers."

Mr. Leclair motioned to authorize May, 2018 as Building Safety Month in accordance with the Proclamation. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Appointment of Finance Assistant

Mr. Herman summarized the details of his April 25, 2018 memo to the Board that after narrowing down the candidates for the Finance Assistant position to two candidates, and having a vote of the Board of Selectmen to offer the position to Patricia Rousseau of Auburn, an offer of employment was made and accepted. Mr. Herman requested the Board formally vote to appoint Ms. Rousseau to the position of Finance Assistant with the labor grade and step recommended on the Town of Auburn Wage Schedule. Ms. Rousseau's position would be supervised by the Finance Director.

Mr. Leclair motioned to appoint Patricia Rousseau of Auburn as the full-time Finance Assistant effective April 23, 2018 and to initially set the position as a Labor Grade 7, Step 6 on the Town of Auburn Wage Schedule. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Potential Sale of Hooksett Road Property

Mr. Herman presented a proposal dated April 24, 2018 (together with map and list of abutting owners and their addresses) which detailed that in recent weeks Tax Collector Susan Jenkins had received an inquiry from an abutting property owner who lives in Hooksett, concerning a 0.4-acre parcel of land and potentially acquiring that property which the Town had taken in 2011 by Tax Collector's deed (Map/Lot #9-39).

The parcel's limited size would make it of little to no value to anyone besides either of the two abutters. Mr. Eaton advised the lot was mostly wet. Mrs. Phillips added that it lacked the required frontage to be buildable. Mr. Headd inquired as to merging the lots, what process was involved and whether it would be fair to divide the parcel equally amongst the two abutters. Mr. Herman advised that to merge a lot, one of the owners would have to first acquire the parcel and then perform a lot line adjustment. He indicated the lot was too small for the Planning Board to approve a subdivision of the property.

Mr. Herman advised in his proposal that by statute (RSA 80:80) the Town may only sell property taken in Tax Collector's Deed by either advertised sealed bid or public auction and recommended an advertised sealed bid with notice being sent directly to the two abutters.

Mr. Leclair asked if they were to proceed in that manner, would they be able to decline bids? Mr. Herman advised that if they noticed it that way, they would need to notice the minimum amount.

Mr. Eaton moved to approve offering the .4 acre parcel on Hooksett Road identified as Tax Map #9, Lot #39 for sale by advertised sealed bid with no minimum, and that notice of the sale shall be provided to the two immediate property abutters. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Parks & Recreation Focus Groups, Community Survey & Facilitated Meeting

Mr. Herman provided an update dated April 26, 2018 concerning the Community Input & Discussion – Parks & Recreation in which Parks & Recreation Director, Amy Lachance wanted to update the Board on the efforts under way as part of focus goal #2 the Board set for 2018: *Study and examine the future of the Parks and Recreation Department.*

Mr. Herman advised they have held small focus group meetings and asked whether the Board of Selectmen wanted to participate as a focus group at some point in the future. He further noted the online survey has, to date, had 95 responses, which is even before the upcoming promotion through the Auburn Village School. The data gathered by these two processed will be presented as part of the facilitated community discussion meeting which Rick Alpers of Primex will lead. That meeting has been scheduled to be held at the Auburn Village School, Tuesday, June 12th in the early evening.

Mr. Headd stated that the Board would like to see what the rest of the group has to say and would not participate as a separate focus group, but will participate in the June 12th meeting, at the AVS.

May Meeting with Auburn School Board

Mr. Herman advised the next quarterly meeting with the Auburn School Board would be held on Monday, May 14th as part of the Selectmen's next regular meeting.

Mr. Herman suggested the Revaluation of Property Assessments would be the biggest item, also Parks & Recreation, Updating of the Capital Improvement Plan (CIP) and the Multi-Use Path Plan.

Capital Improvement Plan – Storage Building Proposal

Mr. Herman advised the storage garage was not in the current plan and asked how the Board wanted to proceed with that effort. Mr. Headd suggested with heavy objection from the Budget Committee last year they could not reach common ground. He suggested the Board of Selectmen meet with the Budget Committee to discuss the project and see what direction might come from that. The Board members were in agreement with that approach. Mr. Herman inquired as to how soon they would want to meet and whether that could be part of the next Board meeting. Mr. Headd stated that it should be a separate meeting and held sooner than later. The other Board members agreed.

Old Business

Town Hall Entrance Renovation

Mr. Herman presented a Scope of Work and copy of the Public Notice Request for Proposals dated April 25, 2018 soliciting proposals for the building renovation of the Auburn Town Hall located at 47 Chester Road (NH Route 121) which includes: removal of the existing front porch and associated stairs, structure and foundation. Access during the renovation would be shifted to the rear of the building. The contractor will provide appropriate barricades during the construction process to provide public safety. www.auburnnh.us "Requests for Proposals" under BOS link.

Sealed bids marked "TOWN HALL RENOVATION" will be accepted at the BOS office until 2:00 pm on Thursday, May 10, 2018 for consideration at the next BOS meeting on Monday, May 14, 2018.

MRI Recommendations for Town Hall Operations

Mr. Herman advised he has divided up the MRI recommendations as requested during the last meeting. For this meeting he was bringing mostly the Personnel Policy items forward for consideration. These included:

- Payroll Processing and the supervisor's signing for time sheets
- Designating the Town Administrator as the Town's HR Director
- Various and specific Personnel Policy recommendations

- Designated the Parks & Recreation Coordinator as the supervising department head for other part-time Parks & Recreation positions.
- Designation of the Town Administrator as Supervising Department Head for the Town Hall

Mr. Herman advised the auditors had raised the issue of employees signing off on their own time sheets, but with no direct supervisor there was no one willing to sign off. Mr. Headd clarified that it was done on the honor system.

Mr. Leclair stated Ms. Rousseau would be reporting to the Finance Director, the Deputy Town Clerk reports to the Town Clerk and of course, the Board of Selectmen would still be responsible for hiring and firing. Mr. Herman reminded that both the Town Clerk and the Tax Collector were elected officials and not employees, which left the Building Inspector, Finance Director, Parks & Recreation Coordinator and Land Use Administrator as the Town Hall position the Town Administrator would assume responsibility. Mr. Leclair agreed that it made sense for those four to report to Mr. Herman and that Mr. Herman should be indicated as the HR Director for the Town since he has already been.

The Board members agreed to wait on Item #21 concerning Parks & Recreation until the community facilitated process wraps up in June/July.

The Board agreed Mr. Herman should provide a written proposal for updates to the Personnel Policy for consideration, noting the specific recommendations included: Family Medical Leave, Anti-Harassment Policy, Workplace Violence Policy, Code of Conduct, Social Media Policy, Dress Code, Administrative Agent, Personnel Files, HR and Recruitment Section 3.1 and 3.2 Selection.

Mr. Eaton asked about the potential of re-arranging people in the Town Hall office. Mr. Herman asked if he meant the potential of developing private office space, and Mr. Eaton indicated he was. Mr. Herman indicated that would be brought forward at a later date. Mr. Eaton stated that he would like the Board to have discussions with some of those who that might affect, and Mr. Leclair suggested inviting them to the next meeting.

Other Business

School Board & Selectmen Meeting on School Board – May 3, 2018 at 4:30 pm Auburn Village School.

Mr. Herman advised that there would be discussion about the bond and the School Board needed to make a decision by their next meeting on Monday, May 7th.

Mr. Leclair explained there was a decision to be made about whether to have a fixed annual rather than a variable, which is cheaper in the long run.

Minutes

April 16, 2018 Public Meeting

Mr. Leclair motioned to accept the April 16, 2018 Minutes of the Public Meeting as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

April 16, 2018 Non-Public Meeting (x2)

Mr. Leclair motioned to accept the two April 16, 2018 Non-Public Minutes as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Adjournment

Mr. Headd motioned to adjourn the meeting at 7:28 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer

Recording Secretary